

ASSOCIATE DIRECTOR, PARKS & RECREATION OFFICE & SENIOR PROGRAMS

PURPOSE: To direct the operations of the Parks & Recreation Senior Programs and office.

FUNCTIONAL AREAS:

1. Direct the operations of the Senior Nutrition, Recreation, and Transportation Programs.
 - * A. Conduct short- and long-range studies to analyze community needs, to evaluate the adequacy of existing services and programs, and to develop and implement short- and long-range policies, objectives, goals and plans.
 - * B. Design, implement, coordinate and supervise programs for the purpose of providing senior citizens with noon meals, health and nutrition information, and opportunities for companionship, independent living, recreation, transportation, and volunteering.
 - * C. Organize, implement, promote and supervise city-wide leisure time and special interest activities and events for senior citizens.
 - * D. Research and write grant proposals to secure supplementary funds from outside sources for projects, and ensure proper administration of grants.
 - * E. Negotiate, monitor and administer contracts.
 - * F. Develop, monitor, and administer the Senior Nutrition budget and assist with development of the departmental budget.
 - * G. Write, maintain and process required reports, records, correspondence, etc.
 - * H. Ensure compliance with all applicable City, agency, health, safety, and governmental rules and regulations.
 - * I. Coordinate programs with other organizations and agencies providing services to senior citizens.
 - * J. Maintain inter-departmental communication.
2. Direct the operations of the Parks & Recreation Office.
 - * A. With staff input, evaluate and improve office methods.
 - * B. Write policies, procedures, job responsibilities training materials, manuals, etc.
 - * C. Participate in development of staffing reorganization and long-range office planning.
 - * D. Oversee the day-to-day office operations.
 - * E. Prepare specifications, collect bids, and purchase supplies and equipment.
 - * F. Respond to concerns of staff and customers.
 - * G. Monitor the Recreation budget and assist with budget revisions and projections.
 - * H. Produce required reports.
 - * I. Develop evaluation methods and forms to obtain feedback on events and programs, and implement improvements based on feedback.
3. Supervise assigned personnel.
 - * A. Prioritize, schedule, and assign work to office, senior programs, and volunteer staff.
 - * B. Effectively recommend the hire, transfer, suspension, or discharge of subordinate personnel.
 - * C. Establish work standards and conduct employee evaluations.
 - * D. Provide for the training of personnel in proper work methods and procedures.

- * E. Effectively recommend adjustments or other actions in employee grievances.
 - * F. Delegate authority and responsibilities to others as necessary.
 - * G. Disseminate instructions and information to employees through oral and written communications.
4. Perform related duties.
- * A. Act as liaison between the division and other City departments and divisions, outside agencies, and special interest groups, and the community.
 - * B. Direct the dissemination of program information via news releases, advertisements, flyers, posters, newsletters, and mailings.
 - * C. Research and stay current on developments, products, and services that could affect and enhance program operation.
 - D. Serve on teams, boards, task forces, committees, etc.
 - E. Make presentations to groups.

JOB REQUIREMENTS

Education & Experience Requirements:

- † A. Possession of a degree in food services or dietetics.
- † B. Three years of experience organizing and directing related programs, including at least one year at a supervisory or managerial level; or a combination of education and experience equal to five years which demonstrates possession of the knowledge, skills, and abilities listed below, including one year at a supervisory or managerial level.

License Requirements:

- † A. Possession of a valid Minnesota dietician's license by date of appointment and thereafter and ability to maintain licensure every three years.
- † B. Possession of a valid Minnesota driver's license or privilege by date of appointment and thereafter.

Knowledge Requirements:

- † A. Extensive knowledge of food service practices, including menu planning, food preparation, equipment, and specifications.
- † B. Knowledge of recreational programming, philosophy, trends, principles, and techniques.
- C. Knowledge of local, state, and federal laws, regulations, and policies related to nutrition and recreation for senior citizens, including health department regulations and Area Agency on Aging policies.
- † D. Knowledge of effective management, supervisory, and personnel administration practices.
- † E. Knowledge of budgeting methodology.
- † F. Knowledge of the methods, materials, tools, and procedures used in the safe operation of equipment.

Skill Requirements:

- † A. Skill in food service practices.
- † B. Skill in recreational programming.
- † C. Skill in writing and securing grants, and writing, bidding, monitoring, and administering contracts.
- † D. Skill in oral and written communication.
- † E. Skill in supervising the work of subordinates.
- † F. Skill in budget development and administration.

Ability Requirements:

- † A. Ability to plan, develop, operate and evaluate a comprehensive recreation and nutrition program.
- † B. Ability to maintain accurate records, files, and statistics.
- † C. Ability to establish and maintain effective working relationships with senior citizens, staff, aides, government and agency officials, businesses and the general public.
- † D. Ability to provide leadership to groups, boards, organizations, and committees.
- † E. Ability to make oral presentations before groups.
- † F. Ability to exercise good judgment and to accept personal responsibility for actions.
- G. Ability to occasionally lift and carry items weighing up to 40 pounds, such as food and supplies for special events.
- † H. Ability to attend work on a regular basis.

*Essential functions of the position

†Job requirements necessary on the first day of employment

Anlst: JA	Date: 20040818
Union: Supervisory	Pay: 1070-1080
CSB: 20040907	Class:
CC: 20041108	Res: 04-0736R